



**City of  
Santa Clara**  
The Center of What's Possible



**MINUTES OF THE CITY-SCHOOL  
LIAISON COMMITTEE  
SPECIAL MEETING**

City Hall - Council Chambers  
1500 Warburton Avenue, Santa Clara, CA 95050  
Wednesday, March 25, 2020, at 11:45 a.m.

**Council Present:**

Teresa O'Neill, Chair  
Lisa M. Gillmor, Mayor  
Kathy Watanabe, Councilmember

**Staff Present:**

Deanna J. Santana, City Manager  
Cynthia Bojorquez, Assistant City Manager  
James Teixeira, Director of Parks & Recreation  
Genevieve Yip, Staff Analyst I

**Santa Clara Unified School District (SCUSD) Present:**

Michelle Ryan, SCUSD Board Chair  
Andrew Ratermann, SCUSD Board Member  
Albert Gonzalez, SCUSD Board Member  
Stella Kemp, Superintendent  
Eric Dill, Chief Business Official  
Karen Luna, Nutrition Services Director

**1. Call to Order**

Chair O'Neill called the meeting to order at 11:55 a.m.

**2. Public Presentations**

None.

**3. Review of Current Supplemental Food Distribution Programs by SCUSD and the City**

Chief Business Official Eric Dill reported that the Santa Clara Unified School District (District) provided over 29,000 meals to roughly 2,900 students on March 23, 2020, at five school sites in Santa Clara, one school site in Sunnyvale, and one school site in San Jose. He further added that the five-day meal plan provides each student with five breakfasts and five lunches for Monday through Friday. Chief Business Official Dill also reported that the District is operating on Mondays in order to limit social contact with the District's employees and to allow sufficient time to prepare, package, and store the meals for distribution for the upcoming distribution. He also reported that District employees-on call volunteered to assist with the distribution of the meals. Superintendent Stella Kemp noted that the District has set up tables strategically to ensure social distancing during the distribution, and the District is preparing for 34,000 meals for the upcoming Monday.

Assistant City Manager Cynthia Bojorquez reported that the Santa Clara Convention Center

has partnered with the City of Santa Clara (City) and has agreed to have their caterers and operators prepare the meals for distribution; she also reported that the City delivered 284 meals to homebound seniors the week prior. She reported that the City is preparing for launch of the Healthy Meals Santa Clara weekend meal programs where the City will distribute 12,000 meals at four sites: Don Callejon School, Wilcox High School, Cabrillo Middle School, and the Santa Clara Senior Center. She noted that the City has mobilized their Parks and Recreation Department staff as they have already been trained for Commodity Point of Distribution (CPOD) as part of their emergency preparedness training; she further noted the City will be activating 80 City employees as Disaster Service Workers beginning March 26, 2020, to assist with the weekend meal distribution.

City Manager Deanna J. Santana noted that, with the sudden change in the local economy, the community's need for economic support and for the basics (e.g., municipal utilities not being turned off, access to more food for their families) is going up and that the City is working to fill the gap. Assistant City Manager Bojorquez reported that she and Chief Business Officer Dill met with Convention Center staff to review the logistics of the weekend meals programs and that the District has offered to provide their refrigerated trucks and to assist with the programs. Chief Business Officer Dill gave an overview of the logistics to the Committee. He also mentioned that the City of San Jose had entered into a Memorandum of Understanding (MOU) agreement with the San Jose Unified School District, and that he will be participating on a conference call regarding it. Assistant City Manager Bojorquez inquired if the District could have their staff park away from the CPOD areas to avoid any traffic confusion.

Mayor Lisa M. Gillmor commented that many family members of those who are part of the School District's nutrition lunch program and the City's senior nutrition have lost their jobs and that the City is looking for ways to help the community as it is anticipated that the community's need for economic support will continue to grow. Mayor Gillmor reported that the Council passed an eviction moratorium to protect residents from homelessness and that the City is developing a COVID-19 small business program to help local businesses. Mayor Gillmor inquired if the District could provide weekend meals for their students by extending their five-day meal plan to a seven-day meal plan which would help the City provide meals for the rest of the community that needs help (e.g., homebound seniors, low-income families).

Superintendent Kemp commented that, while the District is happy to help, she would like to get clarification on what the District is being asked of. Superintendent Kemp also commented that, as it was mentioned that the City of San Jose and San Jose Unified School District entered into a MOU for meal distribution, she'd like to get clarification on what the City is asking the District to do (e.g., preparing meals for the weekend, use of the District's kitchens).

Mayor Gillmor clarified that the City would like the District to help by providing meals to their students for all seven days of the week instead of their current five-day meal plan, which would help the City in being able to provide meals for the rest of the community in need (e.g., homebound seniors, low-income families). To establish a partnership between the City and the District, Assistant City Manager Bojorquez commented that between City staff and volunteers, the City could provide 50% of the staffing requirement to support the four sites in Santa Clara. Superintendent Kemp commented that Committee could take the discussion offline to figure out the details of the partnership. Mayor Gillmor commented that the City is being proactive now so that any necessary gaps can be filled. Chair O'Neill commented that City staff will be in touch with the District for next steps of the partnership.

#### **4. Possible Means of Improving Programs**

This topic was discussed under Agenda Item 3.

**5. Plans for Food Services Going Forward During School Closure**

This topic was discussed under Agenda Item 3.

**6. Review of Service Gaps Exacerbated by COVID-19 Shutdowns and Discussion of Potential Resources**

This topic was discussed under Agenda Item 3.

**7. Adjournment**

The meeting was adjourned at 1:12 p.m.